



DEPARTMENT OF CONSUMER AFFAIRS CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	DEPARTMENT OF CONSUMER AFFAIRS	RELEASE DATE:	Wednesday, August 12, 2015
POSITION TITLE:	CHIEF OF ENFORCEMENT - DRUG DIVERSION, FRAUD AND PRESCRIPTION DRUG ABUSE, BOARD OF PHARMACY	FINAL FILING DATE:	Wednesday, September 9, 2015
CEA LEVEL:	CEA A	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,453.00 - \$ 9,277.00 / Month	BULLETIN ID:	08112015_9

POSITION DESCRIPTION

Under the administrative direction of the Assistant Executive Officer, the Chief of Enforcement, Drug Diversion, Fraud and Prescription Drug Abuse CEA A, efficiently oversees the daily operation of the Enforcement Program's Prescription Drug Abuse Team, Probation Monitoring & Drug Diversion for Self-Use Team, and two Drug Diversion and Fraud Teams. The Chief of Enforcement is responsible for oversight of investigations and prosecutions as well as the development of policy recommendations and evaluations for all illicit activities relating to these areas of pharmacy operations.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more

consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

DESIRABLE QUALIFICATION(S)

- **Management Skills** -- Experience demonstrating the ability to manage a program in State government, including planning, organizing, and directing program operations; experience in strategic planning, policy development, leadership, supervision and management accountability.
- **Program Analysis Skills** -- Experience in analyzing complex administrative issues or problems and developing policies, procedures or specific solutions; have experience and capability to understand complex program data using statistical sampling metrology and trend analysis.
- **Communication Skills** -- Possess excellent oral and written communication skills demonstrating the ability to be a leader and motivator, use tact and influence in achieving results; demonstrated ability to deal with a variety of public and private persons and groups in matters of significant program sensitivity.
- **Organizational Awareness** -- Demonstrated knowledge of a regulatory agency, including experience working with a Board or similar governing body. Have work experience in directing and managing a statewide network of offices and ability to travel (by car and aircraft) throughout the State, as needed to effectively oversee field offices and personnel.
- **Technical Skills** -- Practical understanding and demonstrated knowledge of the enforcement and investigative activities of regulatory agency, the Administrative Procedures Act, Prescription Drug Marketing Act, Food, Drug and Cosmetic Act; Health and Safety Code; Uniform controlled Substances Act; Business and Professions Code and Title 16 and Title 22 of the California code of Regulations. Possess a working knowledge of investigative procedures and techniques, rules of evidence, and court and administrative hearing procedures. Experience in directing others performing duties related to the enforcement process of a regulatory agency.
- **Administrative Skills** - The ability to effectively interact with Executive Management, departmental administrators, legislative committees, the public, the Attorney General's Office, the Office of Administrative Hearings, other State agencies, programs and labor representatives. Knowledge of the State's budget processes and personnel management; must possess a working knowledge of the legislative process.

SCREENING CRITERIA: The Statement of Qualifications must indicate your total years of experience (and official or civil service classification – not your working title) performing each of the activities included in the screening criteria. Some of the factors that will be utilized in the evaluation are:

- **Education** – Level and specialized training received.
- **Depth and breadth of experience working with external stakeholders** (e.g., industry, educational institutions, law enforcement, other local, state, or federal agencies) - List the level, extent, and nature of those contacts.
- **Managerial experience** equivalent in level to a Staff Services Manager I.
- **Depth and breadth of experience:** making presentations; representing and speaking for an organization; presenting to executives, legislative members and staff, State and Federal Law Enforcement agencies, general public and industry groups.
- **Depth and breadth of experience planning, developing and managing a complex and sensitive program.** This experience should include responsibility for directing staff involved in extensive interpretation and application of governmental laws, rules and policies.
- **Depth and breadth of experience in strategic planning, developing and implementing policies, and**

measuring accountability.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CHIEF OF ENFORCEMENT - DRUG DIVERSION, FRAUD AND PRESCRIPTION DRUG ABUSE, BOARD OF PHARMACY**, with the **DEPARTMENT OF CONSUMER AFFAIRS**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of an application and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the Desirable Qualifications and Screening Criteria as noted in this bulletin, and may also serve as documentation of your ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications should be organized in the order of the Desirable Qualifications. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

DEPARTMENT OF CONSUMER AFFAIRS, Selections Services Unit
1625 N. Market Blvd., Suite N-321, Sacramento, CA 95834
Diana Vandre | (916) 574-8351 | diana.vandre@dca.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF CONSUMER AFFAIRS reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: [CEA and Exempt Appointees](#)